



POSITION VACANCY ANNOUNCEMENT

City of Seguin

"An Affirmative Action/Equal Employment Opportunity Employer"

Director of Planning

1266

05/02/14

Initiates, oversees and coordinates all aspects of long-range City planning including coordination with other state and regional departments and agencies. Manages and directs the Building Inspections/Permits, Code Enforcement and Public Health Departments. Position is responsible for administering effective and efficient planning, implementation and the coordination and management of services provided to the citizens of Seguin. Knowledge of general management principles, contract administration, budgeting procedures and administration and the ability to interpret federal and state rules, regulations and guidelines is required. Must be able to attend regularly scheduled and special meetings and participate actively in discussion of matters coming before boards, commissions and City Council. Position requires master's degree in public administration/planning and two years of related experience, with at least two years of supervisory experience; or Bachelor's degree plus five years experience in increasingly responsible positions within a municipal planning department. American Institute of Certified Planners (AICP) preferred. Must have demonstrated ability to make clear decisions in stressful situations and develop and maintain effective working relationships with officials in local, state and federal government as well as private sector consultants, engineers, etc. Successful completion of pre-employment drug screen and valid Texas driver's license (with good driving record) required. Starting salary will be commensurate with qualifications. Apply to Director of Human Resources, City of Seguin, and P. O. Box 591, Seguin, Texas 78155. Position will remain open until filled.